



SOLICITATION NUMBER: 72011723R00005

ISSUANCE DATE: June 1, 2023

INTERIM SUBMISSION DATES: July 1 and August 1, 2023

FINAL CLOSING DATE/TIME: September 1, 2023 at 11:59 p.m.
Chisinau Time

SUBJECT: Solicitation for a USPSC General Services Specialist (Assistant Executive Officer)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1**, of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attachment 1.

Sincerely,

Reid H. Ahl, CM
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72011723R00005
- 2. ISSUANCE DATE:** June 1, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 1, 2023

***NOTE:** This announcement is open and continuous until the final closing date and closing time specified above. Note that selection may be made in advance of the final closing date. USAID will review applications received on a rolling basis in accordance with the following interim and final application submission dates.

July 1, 2023
August 1, 2023
September 1, 2023

- 4. POINT OF CONTACT:** Diana Mihailov, e-mail at chisinauhr@usaid.gov
- 5. POSITION TITLE:** General Services Specialist (Assistant Executive Officer)
- 6. MARKET VALUE:** **\$71,099 - \$92,429 per year**, equivalent to **GS-12**. Final compensation will be negotiated within the listed market value. USPSCs performing overseas are not entitled to Locality Pay.
- 7. PLACE OF PERFORMANCE:** **Chisinau, Moldova**. Overseas USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.
- 8. PERIOD OF PERFORMANCE:** The base period will be one year, estimated to start o/a October 2023. Based on Agency need, the Contracting Officer may exercise additional four 1-year option periods for the dates estimated as follows:

Base period	October 2023 - October 2024
Option Period 1:	October 2024 - October 2025
Option Period 2:	October 2025 - October 2026
Option Period 3:	October 2026 - October 2027
Option Period 4:	October 2027- October 2028

- 9. ELIGIBLE OFFERORS: United Stated (U.S.) nationals.** U.S. national (USN) means an individual who is a U.S. citizen or a non-U.S. citizen lawfully admitted for permanent residence in the United States.

10. SECURITY LEVEL REQUIRED: Top Secret.**11. STATEMENT OF DUTIES:****1. General Statement of Purpose of the Contract**

Moldova borders Ukraine, and the on-going illegal invasion by Russia is impacting Moldova in several ways including an influx of refugees and humanitarian response, economic pressures including inflations, and interruptions of energy supplies. The General Services office is regularly engaged in crisis management planning as a result of this crisis. Due to the expansion of U.S government programming, Embassy Chisinau is experiencing significant staffing growth which is increasing the volume of general services customers by approximately 30%. This increase in staffing has strained the Chisinau ICASS platform. Representatives of the Management Bureaus of both Department of State and USAID collaborated, resulting in a Memorandum of Understanding that was signed on April 5, 2023. The MOU outlines that USAID will fund sub-cost centers to support the increase of five ICASS LE Staff, and also establish a USPSC Assistant Executive Officer position who would be seconded to the U.S. Embassy General Services Office (GSO).

The General Services Specialist/Assistant Executive Officer (GSS/AEXO) will report to the General Services Officer (GSO) at Embassy Chisinau and perform functions of an Assistant General Services Officer (AGSO). The General Services Office is the largest section in the Embassy, composed of two contractor Facility Management Specialists (PAE), one EPAP GSO Assistant and over 75 local staff. The GSS/AEXO will be responsible for assisting the GSO in the areas of customs and shipping, travel, property management, housing, motor pool, and facilities maintenance sections. The incumbent backs up the GSO in his/her absence. The section provides service to a customer base of ~ 70 USDH and over 270 LE Staff from five agencies. The GSS/AEXO will complete required DOS tradecraft training--GSO course (PA221) prior to arrival at post. The incumbent will be evaluated by the General Services Officer and reviewed by the USAID/Moldova Supervisory Executive Officer with input from the Management Officer at Embassy Chisinau.

2. Statement of Duties to be Performed

Under direction of the GSO, provides support related to all aspects of the General Services Unit. Develops and implements new and ongoing programs. Establishes the work goals, priorities, and time schedules of subordinate supervisors.

Property Management and Warehouses (20%): Oversees warehousing and property management. Manages, regulates, coordinates, or controls official supplies, equipment, and other material. Coordinates initial requirements determination, receipt of goods and services, distribution, and issuance. Provides oversight of government-owned personal property by conducting scheduled inventories, maintaining depreciation accounts and repair cost analyses, disposing of excess property through sales or other approved methods, and identifying accountability for lost or stolen property.

Travel and Transportation (10%): Manages all travel and transportation activities at post for personnel, goods, supplies, and equipment; including approving travel orders, ticketing for

official travelers on commercial air and surface transportation and advising official travelers on internal and international travel policies. Facilitates the arrival and departure of American Embassy employees, household effects, vehicles, embassy supplies and equipment with local customs officials.

Fleet Management (20%): Manages all motor pool operations, including supervision of drivers, and the scheduling, maintenance, and replacement of vehicles, including armored vehicles. Maintains meticulous records of fuel usage, maintenance expenses, vehicle purchase justifications, and customer requests for use of vehicles.

Leasing and Housing (20%): Participates in the development of the mission's facilities requirements (office and residential) utilizing government-owned and leased properties. Works in close coordination with the Inter-Agency Housing Board (IAHB) and the Bureau of Overseas Building Operations' Planning and Real Estate Directorate (OBO/PRE) in acquiring, leasing, and selling real property. Recommends housing assignments based on personal preferences, rank, and family size to the IAHB. Ensures record-keeping compliance. Oversees preparation of residences and assists post personnel with housing problems. Makes recommendations for returning properties to landlords and negotiates the return of those properties. Responsible for maintaining and updating the Housing Handbook.

Supply Chain Management (10%): Routinely monitors the supply chain and identifies/mitigates the cause and impact of delays and other problems; evaluates plans for and provision of logistical support feasibility, efficiency, and economy; and develops alternatives when required.

Visit Support (10%): Supports official and VIP visitors to post. Coordinates with regional and functional bureaus, other agencies, and host country officials to prepare for visits. In the case of White House visits, works with the Office of Presidential Travel Services (A/PTS). For Secretary of State travel, coordinates with the Office of the Secretary, and Bureaus of Diplomatic Security (DS) and Information Resource Management (IRM) to ensure a successful trip. Serves as lead for hotel and venue arrangements, vehicle requirements, contracting needs, and customs clearances. Sets up and breaks down control rooms as required.

Special Projects and Reporting (10%): In addition to support for normal activities, identifies and provides required support for ad hoc embassy activities. Special projects include representational events, public affairs outreach activities, trade fairs, and other events.

May chair or participate on interagency or multi-lateral boards or committees (i.e., awards committee, emergency action committee).

Negotiates or assists in negotiating reciprocal agreements with the host country.

Plans for, prepares for, and responds to emergency situations. Assesses and mitigates risks and threats to the embassy community (i.e., housing damage after severe weather). Coordinates required response and makes recommendations to post management and the Emergency Action Committee (EAC). Serves as Transportation Officer for evacuations.

Reports completed are primarily for the Post and Washington audience. Prepares reports annually or quarterly as needed, to include but not limited to inventory of personal property, representations items and motor vehicles, real property reports. May also provide data and trends to the International Cooperative Administrative Support Services (ICASS) Council and ICASS working groups. May be asked to develop and execute the GSO section's budget as part of the ICASS post budget on an annual basis

3. *Supervisory Relationship:* The GSS/AEXO is subject to the direction and authority of the Chief of Mission and is directly supervised by the designated General Services Officer in the country assigned.

4. *Supervisory Controls:* Under direction of the GSO, the incumbent manages the office, section and/or organizational units and provides a complex variety of logistical functions and services to support the official U.S. government community, high level U.S. delegations, cultural, and representational events. These functions include, but are not limited to property, and supply management, leasing of residential and office real property, shipping, transportation, customs clearance, and motor pool operations. May supervise various or all units of the section on a day-to-day basis, including locally employed staff and eligible family members. May provide technical guidance and/or support to regional posts, as required. Provides broad guidance, establishes goals and priorities and coordinates activities for which multiple sections have responsibility including facilities management. Keeps staff informed of operational changes. Reviews work assignments at frequent intervals to ensure compliance with instructions. Mentors, evaluates, and addresses subordinate performance. Identifies training needs, opportunities, and plans for subordinate staff. Develops and uses performance metrics and change management techniques to improve routine operations.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- A. **Education:** A University Degree in management, public administration, logistics, supply chain management, procurement, operations management, property management, or business administration is required.
- B. **Prior Work Experience:** Minimum of five (5) years of directly-related professional level experience in performing and supervising management operations including experience which provided a general knowledge of one or more of the following areas: property management, facilities maintenance, procurement and contracting.
- C. **Language and communication skills:** The candidate must have excellent English oral and written communication skills; there is no requirement for local language proficiency.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly

rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

To meet the basic eligibility requirements for this position the offeror must:

- Be a U.S. citizen or U.S. resident alien lawfully admitted for permanent residence in the United States of America;
- Submit a complete application (Offer) as outlined in the Section IV;
- Be able to attain a security clearance at the Top Secret level;
- Be cleared medically to work in the U.S. Mission to Moldova.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education, Experience, and Language) will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered.

The TEC will review and score the applications to create a list of applicants to be further evaluated. Short-listed candidates will be evaluated based on information presented in the application, skills test (when used), interview, and obtained through reference checks against the Evaluation Factors listed below. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

Applicants are rated as outlined below.

Application Review

30 points

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties and the following evaluation factors:

Knowledge:

- Must be able to understand and apply a highly technical body of knowledge associated with applicable laws and regulations and instructions.
- Professional-level knowledge and understanding of management practices and principles, as well as policies and requirements pertaining to general services operations.
- A good understanding of USG regulations, policies and procedures associated with property management, procurement and computerized systems; interagency administrative platform; financial management and general administration is beneficial.

- Requires familiarity with Moldovan business and commercial practices. Extensive background in administrative management operations and practices is essential for effective performance.

Skills and abilities:

- A high level of analytical skill, professional expertise, sound judgment, initiative and resourcefulness are required.
- Management analysis skills are essential.
- Must have the ability to perceive quickly and accurately the status of programs and operations, analyze the causative factors and recommend creative solutions.
- Speed and quality of execution are key assets, as is high energy.
- Must be able to interact effectively with mid- to senior-level officials in USAID and the Embassy, vendors and GOM counterparts in order to convey expertise in administrative management advice and direction.
- Must be able to compile and present detailed administrative presentations and high-quality written products (procedures, guidance) to Mission management and staff in a concise and fully professional manner.
- Must be capable of effectively supervising staff and directing and coordinating various elements of a fast-moving office.
- Must be able to maintain effective working relationships within and outside of the US Mission, and demonstrate excellent teamwork and leadership skills and the ability to work collaboratively with co-workers.
- Advanced level skills in the Microsoft Office Suite, particularly with Excel, are required.

Interview Performance**70 points**

Interview questions will be intended to explore the candidate's experience, job knowledge, and skills regarding the requirements and functional role of the position. There will be at least one question regarding Diversity, Equity, Inclusion and Accommodation (DEIA) concepts.

Total Possible Points:**100 points****Reference Check****Pass/Fail**

A "Fail" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references, e.g., not a single critical comment.

IV. SUBMITTING AN OFFER

- A.** Eligible Offerors are required to complete and submit through email all the below documents in order to be considered for the position.

- a. **Completed AID 309-2** (Offeror Information for Personal Services Contracts with Individuals) which can be retrieved here: <https://www.usaid.gov/forms/aid-309-2>.
- b. **A cover letter** of no more than 2 pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.
- c. **A CV or standard resume** of no more than 4 pages.
- d. Names of **three professional references**, including at least one current/former supervisor, that have knowledge of the offeror's ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or resume/CV.

B. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.

C. Offeror submission must clearly reference the Solicitation number on all offeror submitted documents.

Offerors who do not include all above required documents in their offer submission will not be considered for this position. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites **will not be considered**.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form/ Medical Clearance Update (DS-1843/DS-3057)
2. Questionnaire for National Security Positions (SF-86 or equivalent)

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, an Off-shore hire USPSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

2. ALLOWANCES (If Applicable):

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at

https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- (a) Temporary Quarters Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Post (Cost of Living) Allowance (Section 220)
- (d) Separate Maintenance Allowance (Section 260)
- (e) Education Allowance (Section 270)
- (f) Educational Travel (Section 280)
- (g) Post Differential (Section 500)
- (h) Payments During Evacuation/Authorized Departure (Section 600)

*Department of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas)

Note: If a Resident Hire USPSC is selected for this position the benefits will be adjusted per Mission policy and the AIDAR. In summary, resident hire USPSC employees are eligible for salary, FICA, and reimbursement for a percentage of health and life insurance premiums (if not already covered by a government insurance program.)

VII. TAXES

U.S. Personal Services Contractors are required to pay U.S. Federal Income Taxes, FICA, Medicare and applicable State Income Taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

- 1. USAID Acquisition Regulation (AIDAR), Appendix D, "Direct USAID Contracts With a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
- 2. Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor
4001	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

Personal Services Contracts

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 22-02 (PDF 327 KB)	Telework and Remote Work Policy for U.S. Personal Services Contracts with Individuals – <i>July 13, 2022</i>	Personal Services Contracts
AAPD 21-05 (PDF 422K)	Revised and Expanded Fringe Benefits for USPSCs – <i>November 23, 2021</i> USPSC Paid Parental Leave Timekeeping/Payroll Process [41K PDF]	Personal Services Contracts
AAPD 21-04 Revision 4 (PDF 483K)	Executive Order 14042 on Ensuring Adequate COVID-19 Safety Protocols for Federal Awards – <i>December 14, 2012</i> AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities. [165K PDF] AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts [166K PDF] AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99 [200K PDF]	Acquisition Management Personal Services Contracts
AAPD 21-01 (PDF 220K)	Applicability of FAR 4.21 to USAID Personal Services Contracts with Individuals Under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management
AAPD 18-02 Revision 2 (PDF 77K)	Revisions to Medevac Policies for USPSCs and TCNPSCs – February 16, 2022	Personal Services Contracts
AAPD 10-01 (PDF 47 kb)	Personal Services Contracts: Changes in USG Reimbursement Amounts for Health Insurance and Physical Exam Costs – <i>01/08/10</i>	Personal Services Contracts
AAPD 06-10 (PDF 80 kb)	PSC Medical Expense Payment Responsibility – <i>October 30, 2006</i>	Personal Services Contracts
AAPD 06-08 (PDF 35 kb)	AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts – <i>JUNE 23, 2006</i>	Personal Services Contracts

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

5. PSC Ombudsman

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information [Acquisition & Assistance Ombudsman | Basic Page | U.S. Agency for International Development \(usaid.gov\)](#)

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.